

NEW AND RETURNING STAFF/VOLUNTEERS

a serioüsfun camp

SCHEDULING

Each employee & volunteer is responsible for scheduling his/her own background screening in a timely manner. Please follow the chart on the next page to determine your background check process.

NOTE: It can take up to 45 days for Flying Horse Farms to receive results of your WebCheck background screening and up to 8 weeks for out-of-state screenings. Please plan accordingly.

NOTE: Use Ohio BCI code 2151.33 (Temporary Care of a Juvenile) and FBI code NCPA/VCA on your background check paperwork.

SCREENING

When scheduling, please confirm the location you have selected has the ability to complete both an Ohio Bureau of Criminal Investigation (BCI) and National Federal Bureau of Investigation (FBI) check, if required. When requesting the background check, identify that you will be working with children to ensure the correct screening is ordered. The National Sex Offender Public Registry search will be conducted by Flying Horse Farms.

NOTE: Screenings or reports obtained throught other sources not listed in the below chart (e.g. background check websites) will not be accepted.

RESULTS

Confirm processing time for obtaining results when scheduling your appointment. It will be the responsibility of each employee/volunteer to ensure receipts of these results.

NOTE: Employees and volunteers without a background check on file will not be eligible for employment or volunteer service at Flying Horse Farms.

NOTE: A NEW BACKGROUND CHECK MUST BE SUBMITTED EVERY 5 YEARS.



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OHIO RESIDENTS WHO HAVE LIVED IN Ohio for the last 5 consecutive Years.	•	Required: State of Ohio (BCI) screening through an Ohio WebCheck location.	•	Columbus area preferred vendor: AAA Background Checks 808 North High Street, Suite 9 Worthington, Ohio 43085 Phone: 614-885-0980	•	Find a WebCheck location near you: http://www.ohioattorneygeneral. gov/ Business/Services-for- Business/Webcheck/Webcheck- Community-Listing	•	Approximate cost: \$30.00
OHIO RESIDENTS WHO HAVE LIVED IN Ohio for less Than 5 Consecutive Years or out-of- State residents Living in ohio.	•	Required: State of Ohio (BCI) AND Federal (FBI) screening through an Ohio WebCheck location.	•	Columbus area preferred vendor: AAA Background Checks 808 North High Street, Suite 9 Worthington, Ohio 43085 Phone: 614-885-0980	•	Find a WebCheck location near you: http://www.ohioattorneygeneral.go v/ Business/Services-for- Business/Webcheck/Webcheck- Community-Listing	•	Approximate cost: \$60.00
NON-OHIO RESIDENTS WHO CURRENTLY LIVE OUT-OF- STATE.	•	Required: Federal (FBI) AND State (state of current residence) screening through a local provider.	•	Find a provider in your state to complete a Federal (FBI) and State screening: http://www.fbi.gov/about- us/cjis/identity-history- summary- checks/state-identification- bureau-listing				

SUBMIT ALL BACKGROUND SCREENING RESULTS TO:



Flying Horse Farms 5260 State Route 95, Mt. Gilead, Ohio 43338 PHONE: 419-751-7077 FAX: 419-751-7010